



MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

September 14, 2004 7:00 PM

Clark County Health Department
Environmental Public Health Conference Room
1950 Ft. Vancouver Way
Vancouver, Washington

1.0 – OPENING OF MEETING

1.1 Call to order

President Mark Rees called the meeting to order at 7:00 p.m.

1.2 Roll call

Members present: Linda Dietzman (early arrival and departure due to schedule conflict), Dean Lindgren, Michael Ciraulo, Randall King, and Mark Rees. Also present were staff members Lou Dooley, Cheryl Coast, and Steve Kessler, and guest Rob Barrentine, Architect. The Yacolt position is currently vacant, subject to the recent resignation of Debbie Smith.

1.3 Review/approval of July 13, 2004 meeting minutes

Dean Lindgren moved and Randall King seconded the motion to approve the minutes of the July 13, 2004 Board meeting as written; the minutes were so approved.

1.4 Review/approval of agenda

A slight revision was made in the order of the evening's agenda, to allow guest Rob Barrentine to present an update on the new building early in the meeting. A motion was made, seconded and passed to approve the revised agenda.

2.0 - RECOGNITION OF VISITORS

2.1 Citizen comments

No citizen comments were presented.

2.2 Introductions

Rob Barrentine of Barrentine, Bates, Lee, AIA was welcomed to the meeting.

3.0 - CONTINUING BUSINESS

3.3 New building

Rob updated those present on the current state of the project:

- 3.3.1** Though the plans and drawings were completed early on, delays in scheduling the pre-application meeting has pushed the timeline back considerably.
- 3.3.2** The County master plan for the property and the Mosquito Control piece of the project have been separated for purposes of moving ahead to the planning review process. The staff report on the plan review has been received.
- 3.3.3** We do not have a current survey for the site; approval of the plan is on hold until a survey is complete and reported. The survey has not yet been done; the grading plan will be prepared when the survey is submitted.
- 3.3.4** We have been told that Mosquito Control would not need a SEPA determination. When the plan was submitted for review, it was determined that SEPA for the County master plan must be completed before the Mosquito Control project will receive final approval. Other complexities are also delaying the project; we are working to resolve the difficulties, some factors of which are beyond our control. The trouble areas center on interpretation of the pre-application requirements.
- 3.3.5** A new estimate of costs will be forthcoming; materials costs have risen substantially since the beginning project planning phase. The contract will need to be revised, due to required, but unplanned engineering and consulting needs.

3.1 Liability insurance – staff report

- 3.1.1** Lou reported on a bid submitted by Washington Governmental Entity Pool (WGEP) for annual liability coverage, and the Board reviewed and discussed the proposal.
- 3.1.2** The Board expressed a desire to increase the proposed Public Officials' Error and Omission (E&O) coverage limit. The proposal may need to be revised to increase this coverage. Lou will contact WGEP to request increased limits and obtain a revised proposal; it was decided to delay action on the matter in the meantime, and the staff report was tabled until questions relating to coverage limits can be answered.

3.2 Architectural services – staff report

The Board reviewed the staff report to authorize amendment of the architectural services contract to continue the ongoing project.

- 3.2.1** The contract will be amended as discussed in section 3.3.5 above. The financial impact of the additional anticipated cost under the revised contract will be covered by adjustments in the annual budget.
- 3.2.2** Michael Ciraulo moved, and Randall King seconded the motion to approve the staff report and authorize the contract amendment (copy attached). The motion passed unanimously.

3.4 Mosquito-Borne Disease Surveillance, Response and Communication Plan

The Board reviewed a copy of the 2004 plan. Michael Ciraulo moved to adopt the Plan; Randall King seconded, and the motion passed.

4.0 - NEW BUSINESS

4.1 Annual NWMVCA meeting

Lou shared information about the upcoming October meeting in Vancouver BC. Three staff members will attend to get training.

4.2 2005 budget review

The Board reviewed a draft of the proposed 2005 program operational budget. Some noted changes:

- 4.2.1** An increase in the wage and benefits line item reflects the approved pay raises and 10% anticipated increase in work activities next year.
- 4.2.2** Minor equipment/tools is now included in the operating supplies category.
- 4.2.3** The printing and reproduction allocation is up in anticipation of increased public materials distribution.
- 4.2.4** Fees for services has been increased to meet the need for professional guidance under independent district status.
- 4.2.5** Indirect (administrative) costs have been reduced to reflect the anticipated reduction in county-provided services.
- 4.2.6** The emergency fund currently contains approximately \$100,000.
The budget will be discussed further at the next meeting in October; line item descriptions/explanations will be provided.

4.3 Resolution: administrative procedures

Resolution 02-2004 was reviewed; Mike Ciraulo moved, and Randall King seconded the motion to approve the resolution to effect changes in the purchasing and travel and training systems and procedures. The motion passed unanimously.

4.4 Resolution: signature authority

Resolution 03-2004 was reviewed; Mike Ciraulo moved, and Dean Lindgren seconded the motion to approve the resolution to vest the right of signature for agreements, contracts and other business transactions in the Chair of the Board of Trustees. The motion passed unanimously.

4.5 Resolution: field crew wage increase

Resolution 04-2004 was reviewed; Mike Ciraulo moved, and Randall King seconded the motion to approve the resolution to adjust the rate of pay for field staff, retroactive to July 1, 2003. The motion passed unanimously.

4.6 Credit card for travel and training

Lou reported that research is being done to determine the proper procedures to effect a VISA account to be used for purchases, lodging guarantees, registration fees and other travel and training needs. We are to get more options and report back in October.

5.0 – NEXT MEETING PLANNING/ADJOURNMENT

5.1 Meeting date and time: Tuesday October 12, 2004 - 7:00 PM

The meeting will be held in the Health Department Environmental Health conference room. Planned agenda:

- 5.1.1** Final and approve 2005 operating budget
- 5.1.2** Insurance proposal update
- 5.1.3** Follow up on credit card for staff use

5.2 Adjournment

Michael Ciraulo moved to adjourn at the conclusion of the above business. Randall King seconded. Motion passed, and the meeting adjourned at 7:40 PM.

Respectfully submitted,

Cheryl Coast, Recorder

Lou Dooley, Director

Linda Dietzman, Secretary-Treasurer